

Deborah Kafoury, Chair

Office of Government Relations and Office of Sustainability

College to County Mentorship Program

JOB TITLE: Policy Research Assistant

SEASONAL TEMP POSITION: May/June - September

SALARY: \$21.68 /hr. (40 hours per week, Monday – Friday)

LOCATION: Multnomah Building (501 SE Hawthorne Blvd., Portland OR 97214)

Office Descriptions:

The Governmental Relations and Sustainability offices operate within the office of the Multnomah County Chair.

The Multnomah County Office of Governmental Relations provides government representation for the Chair, Board of Commissioners and county departments to advance Multnomah County's objectives with the U.S. Congress, federal agencies, the Oregon State Legislature, state agencies and other governmental entities.

The Multnomah County Office of Sustainability, established to help plan, implement and coordinate the County's environmental Sustainability Program, has worked with the community and County departments to develop unique partnerships that help make Multnomah County a better place to live, work, and do business. The Office of Sustainability is not only committed to a healthy planet but also firmly roots our work in Multnomah County's mission to protect the most vulnerable in our community. This mission shapes the way we approach sustainability, an approach based on achieving social, economic, and environmental justice.

Job Description:

This position will involve performing a combination of basic research, analysis and reporting tasks related to two or more of the following work assignments:

Governmental Relations projects:

1. Investigate current and emerging laws and practices of other jurisdictions regarding one or more priority issues. Identify key policy options and arguments for and against them. Produce reports, charts, background packets as appropriate.
2. Property tax limitation reform. Collect data from county assessment and taxation records and produce graphs that illustrate the inequities of the current property tax system.

Sustainability Project:

Data collection to support the possible expansion of the [home energy score](#) to rental properties and single family homes for sale in the Multnomah County. The work would consist mainly of gathering data on the number of home sales, total number of homes, average age of homes, etc.

Skills Required:

- Strong writing and analysis skills.
- Spreadsheet skills, ability to produce attractive and informative charts and graphs.
- Basic knowledge of government structures and willingness to learn.
- Strong research skills.
- Ability to work well in a team environment.

Veterans' Preference: Under Oregon Law, qualifying veterans may apply for veterans' preference for this recruitment. Review our [veterans' preference website](#) for details about eligibility and how to apply. For veterans qualified for Veterans' Preference: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications in the box below. Clearly explain how those skills and/or qualifications apply.

Application Instructions:

Please fill out and submit an application for this position through the form link provided by your program coordinator. The deadline for submitting online application is April 3, 2018 at 12:00 AM.